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8 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report

1. On 6 April the School Department Chiefs and I visited the Production Group of the [REDACTED] in an effort to find out more about one of our major customers and, in general, to exchange experiences. We were briefed in turn by the Chiefs of the Europe/Africa/Latin America Division, Asia Division, USSR Division and Publications Division. This was followed by a discussion with the assembled Division Chiefs and the Chief and Deputy Chief of the Production Group. We discussed briefly the possibility of opening a small lab in the Rosslyn area for self-study programs. We also discussed the matter of our training [REDACTED] personnel, the possibility of rotation of personnel between components, the use of [REDACTED] linguists to help in the language testing program, and other subjects of general interest. We also used this opportunity to discuss some aspects of the Language Development Program. I feel that this was a worthwhile effort and plan to carry the message to other components who have a strong interest in language.

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2. This week [REDACTED] and I met with FE/[REDACTED] personnel to discuss training requirements for Thai and Lao. Branch personnel informed us of their plans for the next twelve months, including names of specific individuals who will be trained. In Thai there will be approximately 6 students; in Lao about 18, twelve in September and six in January. We noted that this teaching load would require an increase of instructors in our Lao faculty, which could cause us budgetary problems. Mr.

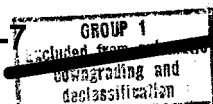
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[REDACTED] the Executive Officer of FE/[REDACTED] felt confident that FE could find funds to support this additional expense. As a result, we are proceeding with our plans to augment our faculty in this area.

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25X1A6a 3. Since LS student enrollments continue to be high, [REDACTED] is in use almost constantly. There have, in fact, been instances in which conflicts arose about the equitable allotment of [REDACTED] time to instructors who wished to use the facility with their classes. As a result, we have adopted the policy that the normal [REDACTED] trip for a class will be 2 1/2 days, thus allowing for two class uses per week. The usual 28-week full-time course will have 2 or 3 such sessions. 25X1A6a

25X1A9a 4. At our monthly All-Hands meeting, [REDACTED] briefed LS personnel on the language incentives program which has just gone into effect. Also of interest was a video tape, done by [REDACTED] of our Chinese faculty, of an oral achievement test in Chinese. The tape illustrated the effectiveness of the video machine as a tool for giving students feedback on their progress in the language. Students not only hear their responses to oral test stimuli but see themselves in action as well. I am very interested in this application of the video tape recorder and have encouraged further experimentation with it. 25X1A9a

5. Language School Statistics:

Students and Classes as of the week of 29 March - 9 April 1971:

<u>Students</u>	<u>Classes</u>
Full-time - 103	Full-time - 38
Part-time - <u>167</u> (49 BAHLT) (65 Hqs)	Part-time - <u>55</u> (8 BAHLT) (12 Hqs)
TOTAL.... 270	TOTAL.... 93

Laboratory hours for the week of 29 March - 9 April:

Language School - 204
Headquarters - 63

There were 25 proficiency tests given during the week of 29 March - 9 April 1971.

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[REDACTED]
Acting Chief, Language School

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